

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

2013 MAR 11 PM 3:50

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed.** Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Ana Unruh Cohen
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: 2/19/2013 Return: 2/22/2013
b. Dates at personal expense (if any): 2/20 (partial), 2/21-22 or None ☐
4. Departure city: Washington, DC Destination: St. Louis Return city: San Antonio
5. Sponsor(s) (who paid for the trip): St. Louis University
6. Describe meetings and events attended: Met with students and professors at the university and delivered the annual Paul Garcia Lecture at the Center for International Studies at the Saint Louis University.
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
a. ☒ a completed Sponsor Post-Travel Disclosure Form;
b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
c. ☒ page 2 of the completed Traveler Form submitted by the employee; **and**
d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☐
b. If not, explain: Instead of 2 meetings with students and faculty of the Political Science and Earth and Atmospheric Science departments as indicated on the original agenda, these were combined into a single joint morning meeting.

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: _____ DATE: 3/8/2013

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Rep. Edward J. Markey DATE: 3/8/2013

SIGNATURE OF SUPERVISING MEMBER: Edward J. Markey

☒ Original ☐ Amendment

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Center for International Studies at Saint Louis University
2. Travel Destination(s): St. Louis, MO
3. Date of Departure: 2/19/2013 Date of Return: 2/22/2013
4. Name(s) of Traveler(s): Ana Unruh-Cohen
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$566.80	\$155.00	\$95.78	
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: David Borgmeyer Title: Director

Organization: Center for International Studies

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 3694 West Pine Mall, Des Peres Hall Room 202
St. Louis, MO 63108

Telephone number: 314-977-5160

Email Address: dborgmey@slu.edu

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

**U.S. House of Representatives
Committee on Ethics**

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

1. Name of Traveler: Ana Unruh Cohen
2. Sponsor(s) (who will be paying for the trip): Saint Louis University (Center for International Studies)
3. Travel destination(s): St. Louis, MO; San Antonio, TX
4. a. Date of Departure and Date of Return: February 19; February 22
b. Will you be extending the trip at your personal expense? ☒ Yes ☐ No
If yes, dates at personal expense: February 20 (partial), 21, 22
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No
b. If yes, name of accompanying family member: _____
c. Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☒ No
b. If yes, check one of the following: ☒ N/A – Sponsor checked 9(a) or 9(b)
(1) Approval for one-night's lodging and meals is being requested: ☐ or
(2) Approval for two-nights' lodging and meals is being requested: ☐
If "(2)" is checked, explain why the second night is warranted: _____
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:

I am the Deputy Staff Director for the Democratic Staff of the House Natural Resources Committee. I work for the Ranking Member of the Committee, Rep Ed Markey. I have been invited to deliver the annual Paul Garcia Lecture

at SLU's Center for International Studies. The trip will allow me to communicate to students and the public how Rep. Markey's work on US policies interacts with international environmental protection and agreements.

9. **FOR STAFF:**
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 1/28/2013

Edward J. Markey
Signature of Employing Member

NOTE: This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

**U.S. House of Representatives
Committee on Ethics**

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers or employees under House Rule XXV, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer or employee, who will then forward it to the Committee. The trip sponsor should NOT submit the form directly to the Committee.

Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee's private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.

1. Sponsor(s) (who will be paying for the trip): Saint Louis University (Center for International Studies)
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (signify "yes" by checking box): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (signify "yes" by checking box): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): Dr. Ana Unruh-Cohen
6. Dates of travel: Feb. 19-20, 2013
7. Cities of departure – destination – return: Washington, D.C.; St. Louis, MO; San Antonio, TX
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (signify "yes" by checking box): ☒
9. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☒ or
 - b. The sponsor of the trip does not retain or employ a federally registered lobbyist or registered foreign agent: ☐ or
 - c. The trip is for attendance at a one-day event and lobbyist involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
 - a. One-night's lodging and meals are being offered: ☒ or
 - b. Two-nights' lodging and meals are being offered: ☐
If "b" is checked, explain why the second night is warranted: _____

11. If the trip is not sponsored by an institution of higher education, I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify "yes" by checking box*): ☐
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip: The Center for International Studies
at Saint Louis University is inviting Dr. Unruh-Cohen to deliver the annual Paul Garcia Lecture in International Studies on campus
in St. Louis, as well as to meet with scholars and students in academic departments related to Dr. Unruh-Cohen's work.
13. Describe each sponsor's organizational interest in the purpose of the trip: Dr. Unruh-Cohen's expertise in the field of
climate change policy and science and the international dimensions of these issues is of substantial interest to the Center for
International Studies, a multi-disciplinary Center, as well as many of its students, the wider university community, and the general public.
14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (*i.e.*, a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: transportation shall be by commercial coach aircraft; local area travel will be by private vehicle or public transportation
15. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*signify "yes" by checking box*): ☒
16. I represent that either (*check one of the following*):
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ *or*
- b. The trip involves events that are arranged or organized *specifically with regard* to congressional participation: ☒
- If "b" is checked, detail the cost per day of meals (approximate cost may be provided): approximately \$100
17. Reason for selecting the location of the event or trip: St. Louis is the location of Saint Louis University; the lodging facility is owned and operated by the university.
18. Name of hotel or other lodging facility: Hotel Ignacio
19. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$150.00 per night
20. Reason(s) for selecting hotel or other lodging facility: the lodging facility is owned and operated by the University
and is conveniently located adjacent to campus. University guests must, by university policy, be lodged in university-owned facilities if space is available.

21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$400	\$150	\$100
For each accompanying family member			

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$75	taxi, incidentals
For each accompanying family member		

22. I represent that reimbursement for miscellaneous travel expenses for the trip, such as travel to and from airports, security costs, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purpose of the trip (signify "yes" by checking box): ☒

23. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name and title: Dr. David Borgmeyer, Director, Center for International Studies

Organization: Saint Louis University

Address: 3694 West Pine Mall, Room 202, St. Louis MO 63108

Telephone number: 314 977 5160

Fax number: _____

Email Address: dborgmey@slu.edu

The Committee staff may contact the above individual above if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

February 11, 2013

Dr. Ana Unruh Cohen
Committee on Natural Resources
186 Ford House Office Building
Washington, DC 20515

Dear Dr. Unruh Cohen:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Saint Louis, Missouri, scheduled for February 19 to 22, 2013, sponsored by Saint Louis University. We note that this includes 2½ days at your personal expense and that you will be paying for any additional airfare costs associated with your personal travel.

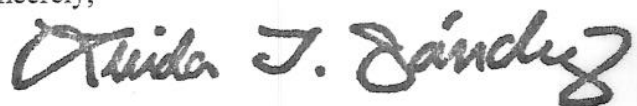
You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$350 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



K. Michael Conaway
Chairman



Linda T. Sanchez
Ranking Member

KMC/LTS:tn

Draft Itinerary

Center for International Studies

Dr. Ana Unruh-Cohen Visit to Saint Louis University

Feb 19-20, 2013

Feb. 19, 2012

- 8:45 Arrive St. Louis Lambert International Airport
- 9:30 Check in at Hotel Ignacio
- 10:00- 11:30 Meet with Department of Political Science faculty and students (Fitzgerald Hall)
- 12:00-1:00 Walk to lunch at Triumph Café with SLU Faculty
- 1:30-2:30 Meet with Dept. of Earth and Atmospheric Sciences faculty and students (O'Neill Hall)
- 3:00-4:30 Paul Garcia Lecture in International Studies (Pere Marquette Gallery, DuBourg Hall)
- 5:30 Picked up from Hotel Ignacio for dinner by Dr. Borgmeyer at Frazer's with SLU Faculty
- 9:00 Return to Hotel Ignacio

Feb. 20, 2012

- 8:00 Check out of Hotel Ignacio, Meet Dr. Borgmeyer for breakfast at Nadoz Café
- 10:10 Depart St. Louis Lambert International Airport